How to get the “Study Assistant” tab if I don’t see one when I log in into INSPIR II
When you login into INSPIR II, the system will take you to your Home page. If you don’t have the “Study Assistant” tab on the left (yellow circle), then your INSPIR account needs to be associated with a department. A department should be listed under “Account” (red circle).

If there is no department listed under your name (in the red circle above), you need to submit a ticket at: http://wwwapp1.bumc.bu.edu/irb/helpdesk/

When you submit a ticket, please state which department you’re in. The Administrator will associate that department to your account. After this takes place, you should be able to see the “Study Assistant” tab the next time you login into INSPIR II (similar to the next screen shot).
Click on the “Study Assistant” to extend its menu of options